



Devil Brigade

ISOPREP

Pre-OCONUS travel File (PRO-File)

<https://medinah.sed.monmouth.army.mil/PRO-File/>



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Before You Begin

Devil Brigade

**READ THE ENTIRE
SLIDE SHOW SET
BEFORE YOU
START ON YOUR
ISOPREP**



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Before You Begin

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**YOU NEED 2 DIGITAL PHOTOS SAVED TO A THUMB DRIVE OR
BURNED ON A CD.**

MAXIMUM FILE SIZE IS 200KB PER PHOTO

Photo file criteria:

Photo file types: .png, .gif, .bmp, .jpg

Pixel Minimum: 50x50, Maximum: 1000x1000

Front-facing photo can be any full-face picture which depicts a chest-up view and natural hair color for service-member.

Profile-view photo can be any side-view photo which clearly displays facial features and natural hair style and color.

Both photos should present a predominant view of the head without obstruction.



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Accessing PRO-File

Enter address into your Internet Explorer browser:

<https://medinah.sed.monmouth.army.mil/PRO-File/>

**Enter your AKO Username
and Password**



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Access the Survey

To begin entering your information click [survey](#).

PRO-File Pre-OCONUS travel File

home faq survey [logout](#)

About This Site

Before any soldier deploys or goes on TDY Outside the Continental United States (OCONUS), they must complete a **Pre-OCONUS travel File** (PRO-File).

Before completing the survey, be sure to review the [privacy/security](#) information.

Once you are ready, proceed to the [survey](#).

[contact us](#) | [privacy/security](#) | [conformance](#) | [W3C HTML 4.01](#) | [W3C CSS 2.1](#) | [ISO 9001](#) | [ISO 27001](#) | [ISO 14001](#) | [ISO 45001](#) | [ISO 50001](#) | [ISO 60000](#) | [SAFE](#) | content updated 2007-04-30

If you have previously completed a PRO-File survey you can retrieve and print your certificate.

PRO-File Pre-OCONUS travel File

home faq [survey](#) [certificate](#) [logout](#)

Note

Records indicate that you already completed a PRO-File survey on 2005-05-05 05:05:05.

You may view your **Certificate of Completion** by clicking on the [certificate](#) navigation link.

About This Site

In the **privacy/security** section you will find answers to many common questions about the security of this system, and a copy of the privacy act statement pertaining to this program.



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Data Entry

Fields marked with a **RED asterisk (*)** are **Mandatory** – the form can not be submitted unless all they are filled-in.

Fields marked with a **blue tilde (~)** are not required but should be completed to the best of your ability.

Upload Photos:

Click browse and select your photos from the location where it is stored. Enter the date taken in the format shown. Remember you must manually enter the dashes in the date.

Photo file criteria:

- Photo file types: png, gif, bmp, jpg
- Max file size: 200Kb
- Pixel Minimum: 50x50, Maximum: 1000x1000

Front-facing photo can be any full-face picture, of YOU, which depicts a chest-up view and natural hair color for service-member.

Profile-view photo can be any side-view photo, of YOU, which clearly displays facial features and natural hair style and color.



Pre-OCONUS travel File

Powered by
AKO
SEC-ITD-ASD
logout

home faq survey

Fields marked * are **mandatory**. If you don't have an answer, enter **NA** or **N/A** (Not Applicable) or **unknown**.
Fields marked ~ are **recommended** -- you must complete these fields if they apply to you.

Name	
Grade	E-1
Last Name	Smith
First Name	John
Middle Initial	Q
Go By Name *	<input type="text"/>
Photos	
Face - Front *	<input type="text"/> <input type="button" value="Browse..."/> max file size: 200k
<div>You Must Upload a Photo The size of the file MUST NOT be more than 200k Any picture of you is OK. You do not need to be in uniform.</div>	
Date Front image taken *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Face - Profile *	<input type="text"/> <input type="button" value="Browse..."/> max file size: 200k
<div>You Must Upload a Photo The size of the file MUST NOT be more than 200k Any picture of you is OK. You do not need to be in uniform.</div>	
Date Profile image taken *	<input type="text"/> YYYY-MM-DD (you must include the dashes)



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Data Entry

• Blood Chit # Enter N/A

- Ethnic Group – Valid entries are:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Pacific Islander
 - White or Caucasian
 - Hispanic or Latino

• Accent
only a foreign accent, ex.
Southern is not an accent

• UIC:
Enter WAHDAA.

Personal Info	
Gender *	<input type="text"/>
Birth Date *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Blood Type *	<input type="text"/>
Height *	<input type="text"/> Feet <input type="text"/> Inches
Weight *	<input type="text"/> lbs
Hair Color *	<input type="text"/>
Eye Color *	<input type="text"/>
Religious Preference *	<input type="text"/>
Blood Chit # *	<input type="text"/>
Identifying Marks/Scars/Tattoos *	<input type="text"/>
Known Medical Conditions and Prescriptions *	<input type="text"/>
0 out of 200 characters max.	
Nationality/Citizenship - Primary	
Nationality/Citizenship *	<input type="text"/>
Citizenship - Secondary	
If you have a Secondary Citizenship	<input type="checkbox"/> check this box.
Secondary Citizenship *	<input type="text"/>
Heritage	
Ethnic Group *	<input type="text"/>
Accent *	<input type="text"/> Enter none for no accent.
Service Info	
Branch Of Service/Agency/Dept *	<input type="text"/>
Unit *	<input type="text"/>
Unit Identifier Code (UIC) *	<input type="text"/> (if non-military, enter n/a)
MNF-I/MNC-I Coalition ID # *	<input type="text"/> (number at bottom center)



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Data Entry

- Enter US Government Issued uniform and boot data.

SERE TRAINING

- Select Level B Wartime/Hostage
- Year= this year, Month= this month
- Location=Other** (new box will pop up)
- type Ft. Riley in new box beside Location
- If you had another SERE Class, put it in the 2nd SERE Training Block

Uniform Data		
Shirt Size *	<input type="text"/>	<input type="text"/>
Pant Size *	<input type="text"/>	Hat Size * <input type="text"/>
Boot: Type *	<input type="text"/>	Size * <input type="text"/>
		Width * <input type="text"/>
SERE Training 1		
If you took SERE training <input checked="" type="checkbox"/> check this box. Uncheck this box if this does not apply to you.		
Type *	<input type="text"/>	
Year *	<input type="text"/>	Month * <input type="text"/>
Location *	<input type="text"/>	
Comments	<input type="text"/>	
SERE Training 2		
If you took a 2nd SERE training <input type="checkbox"/> check this box.		
Type *	<input type="text"/>	
Year *	<input type="text"/>	Month <input type="text"/>
Location *	<input type="text"/>	
Comments	<input type="text"/>	
SERE Training 3		
If you took a 3rd SERE training <input type="checkbox"/> check this box.		
Type *	<input type="text"/>	
Year *	<input type="text"/>	Month <input type="text"/>
Location *	<input type="text"/>	
Comments	<input type="text"/>	



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Data Entry

- HRI and MRI training
UNCHECK EACH BOX

- Authentication Number
Read the directions to the right of the box.

- **Primary Language** refers to the primary language spoken for duty purposes in current assignment.

- **Other Language:** Type in the language and how well you speak it.

High Risk of Isolation (HRI) Training

If you completed any HRI training ☒ check this box.

AFRICOM HRI Training Date YYYY-MM-DD (you must include the dashes)

CENTCOM HRI Training Date YYYY-MM-DD (you must include the dashes)

EUCOM HRI Training Date YYYY-MM-DD (you must include the dashes)

PACOM HRI Training Date YYYY-MM-DD (you must include the dashes)

SOUTHCOM HRI Training Date YYYY-MM-DD (you must include the dashes)

Moderate Risk of Isolation (MRI) Training

If you completed any MRI training ☒ check this box.

AFRICOM MRI Training Date YYYY-MM-DD (you must include the dashes)

CENTCOM MRI Training Date YYYY-MM-DD (you must include the dashes)

EUCOM MRI Training Date YYYY-MM-DD (you must include the dashes)

PACOM MRI Training Date YYYY-MM-DD (you must include the dashes)

SOUTHCOM MRI Training Date YYYY-MM-DD (you must include the dashes)

Authentication

Authentication Number * 4 digits. No sequences of three or four digits (NOT:1234,1239,9871). No zeros. No duplicate digits (NOT:1351). NOT last four of your SSN.

Primary Language Capability

Language *

Comments

0 out of 150 characters max.

Other Language Capability

Description/Comments

0 out of 250 characters max.



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Data Entry

- Primary Next of Kin. Should be an adult and must be filled out.

- If family members are deceased,
- Or you don't want them contacted.
- Or you can't remember all the info.
- Uncheck the box to close the other fields.
- If you uncheck the box you don't have to fill out the field.

- **Home of Record** must be filled out, it will be the same that appears in your ORB/ERB.

Primary Next of Kin	
Name *	<input type="text"/>
Primary Next of Kin - Contact Info	
If this person is deceased	<input checked="" type="checkbox"/> uncheck this box.
Street Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/> (#### or ####-####)
Phone *	<input type="text"/>
Parent #1	
Name *	<input type="text"/>
Parent #1 - Contact Info	
If this person is deceased	<input checked="" type="checkbox"/> uncheck this box.
Street Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/> (#### or ####-####)
Phone *	<input type="text"/>
Parent #2	
Name *	<input type="text"/>
Parent #2 - Contact Info	
If this person is deceased	<input checked="" type="checkbox"/> uncheck this box.
Street Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/> (#### or ####-####)
Phone *	<input type="text"/>
Home of Record	
Street Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/> (#### or ####-####)



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Data Entry

This info is on your DD 93,
Leave it blank .

Children at Home - Child 1	
If you have 1 or more children at home	<input checked="" type="checkbox"/> check this box.
Name - Child 1 *	<input type="text"/>
Birth Date - Child 1 *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Children at Home - Child 2	
If you have 2 or more children at home	<input type="checkbox"/> check this box.
Name - Child 2 *	<input type="text"/>
Birth Date - Child 2 *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Children at Home - Child 3	
If you have 3 or more children at home	<input type="checkbox"/> check this box.
Name - Child 3 *	<input type="text"/>
Birth Date - Child 3 *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Children at Home - Child 4	
If you have 4 or more children at home	<input type="checkbox"/> check this box.
Name - Child 4 *	<input type="text"/>
Birth Date - Child 4 *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Special Family Situations	
Description/Comments	<input type="text"/> 0 out of 100 characters max.
Additional Info	
Provide any necessary additional information	<input type="text"/> 0 out of 250 characters max.
Contractor Company Info	
If you are a contractor	<input checked="" type="checkbox"/> check this box.
Company Name *	<input type="text"/>
Company POC *	<input type="text"/> 0 out of 250 characters max.

uncheck these boxes



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Data Entry

BACKGROUND QUESTIONS

- YOU MUST FILL IN 4 OF THE 6 QUESTIONS.
- UNCHECK THE BOX FOR THE TWO YOU DO NOT FILL OUT.
- Do not use any derogatory words/info.

BACKGROUND Questions

Affirmation * ☐ By checking this box, I **affirm** that any and all information I provide for the following **BACKGROUND** sections is accurate and truthful.

BACKGROUND - First Pet

If you had a pet ☒ check this box. Uncheck this box if this does not apply to you.

Gender ~ (If you had more than one pet, you must pick one)

Name ~

Type ~ (cat, dog, etc.)

Breed ~

Color ~

Age of pet at death (or na if still alive)

How I got this pet ~ (parents, gift, stray, pound, breeder, etc.)

BACKGROUND - First Car

If you had a car ☒ check this box. Uncheck this box if this does not apply to you.

Make ~

Model ~

Year ~

Color ~

Number of doors ~

Roof type ~ (hard top, convertible, t-top, targa, etc.)

How I got the car ~ (bought, built, gift, etc.)

Where I got the car ~

BACKGROUND - High School Activity

If you were involved in an activity ☒ check this box. Uncheck this box if this does not apply to you.

Type ~ (football, basketball, club, society, team, etc.)

Position ~

Year ~ (freshman, sophomore, junior, senior)

Uniform color ~

Mascot ~

Number of years involved ~ (freshman, sophomore, junior, senior)

Team accomplishments ~

My accomplishments ~



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Data Entry

- Background questions cont'd

Remember to uncheck the box of the two entries you choose not to fill in.

BACKGROUND - First Non-Military Residence Away From Home	
If you had a non-military residence	<input checked="" type="checkbox"/> check this box. Uncheck this box if this does not apply to you.
Type ~	<input type="text"/> (apartment, dorm, house, trailer, etc.)
How I paid ~	<input type="text"/> (rent, lease, own, share, barter, etc.)
Number of floors ~	<input type="text"/> (for the entire building)
Number of bedrooms ~	<input type="text"/> (for the entire building)
Number of bathrooms ~	<input type="text"/> (for the entire building)
Main color ~	<input type="text"/> (of the entire building)
Location ~	<input type="text"/> (city, state)
BACKGROUND - First Girlfriend or Boyfriend	
If you had a Girlfriend or Boyfriend	<input checked="" type="checkbox"/> check this box. Uncheck this box if this does not apply to you.
Gender ~	<input type="text"/>
Name ~	<input type="text"/>
Nick name ~	<input type="text"/>
Where we met ~	<input type="text"/>
What year we met ~	<input type="text"/>
Hair color ~	<input type="text"/>
First date ~	<input type="text"/>
Annoying habits ~	<input type="text"/>
BACKGROUND - First Non-Military Job	
If you had a job	<input checked="" type="checkbox"/> check this box. Uncheck this box if this does not apply to you.
Company name ~	<input type="text"/>
Type ~	<input type="text"/>
Location ~	<input type="text"/> (city, state)
Boss name ~	<input type="text"/>
Indoors or outdoors ~	<input type="text"/> (or both)
Special training ~	<input type="text"/>
Duration ~	<input type="text"/> (years, months)

When completed click submit

By clicking the submit button, I affirm that the information I have provided on this form is complete and accurate, and attest that I understand that provision of this information is voluntary, and that this information is only to be used for identification by Rescue Forces should I become isolated or captured while traveling OCONUS.

submit



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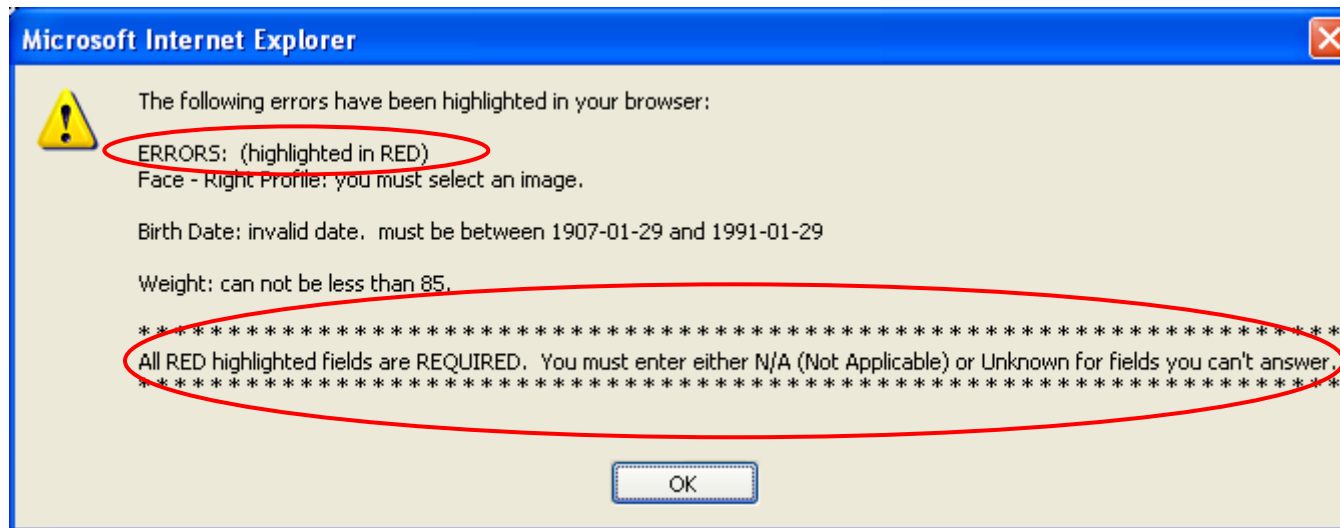
Submitting the Form

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You will get an error box like the example below. If data is incomplete or improperly formatted, the program will route you back into the form and allow the you to correct deficiencies.

ONLY CORRECT DEFICIENCIES HIGHLIGHTED IN RED

Blue highlighted deficiencies are optional information



Click OK to return to your form, **fix the entries highlighted in RED** then resubmit the form.



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Certificate

- After successful data entry the program will display a certificate for the user

- This certificate should be printed and presented to 1 BDE ISOPREP. Write your Class # and URF # on the page.

- You still need to come to the ISOPREP Building in UNIFORM to have a record photo taken.

Users without a printer available at their location can print to a file and then e-mail the file to 1 BDE ISOPREP. See "How to e-mail your Certificate next 3 slides

- You still need to come to the ISOPREP Building in UNIFORM to have a record photo taken.

home faq survey **certificate** logout

CERTIFICATE OF COMPLETION

This certifies that
PV1 John Q. Smith
has successfully completed
The Pre-OCONUS travel File (PRO-File)
on
2005-05-05 05:55:05

UIC: ABC123 Certificate # {1704C36F-8AAE-4382-96F9-51FD4997EBBA}

[print...](#)

contact us | privacy/security | conformance:

1 BDE ISOPREP

BLDG 7036

**On the corner of Siebert and
Normandy behind the Devils Den
dining facility**

(785) 239-9010



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How to e-mail your Certificate

Users without a printer available at their location can e-mail the certificate to 1 BDE ISOPREP.

Make sure the Subject Line contains the following:

ISOPREP / Class ## - Team #####

mail to:

NCOIC: david.dyke@us.army.mil

OIC: matthew.allen.wright@us.army.mil

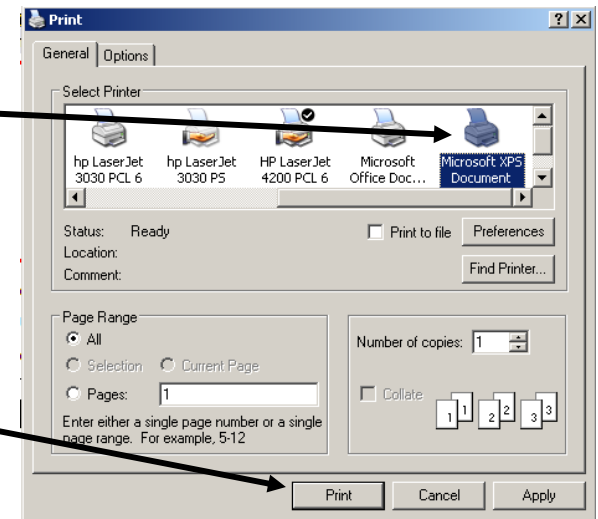
Left click on the PRINT button

Select Microsoft XPS Document writer

Click on PRINT button

You still need to come to the ISOPREP Building in UNIFORM to have a record photo taken.

The screenshot shows the 'PRO-File' website interface. At the top, there's a navigation bar with 'home', 'faq', 'survey', and 'certificate' (highlighted). The main heading is 'CERTIFICATE OF COMPLETION'. Below it, the text reads: 'This certifies that **PV1 John Q. Smith** has successfully completed **The Pre-OCONUS travel File (PRO-File)** on **2005-05-05 05:55:05**'. At the bottom, it shows 'UIC: ABC123' and 'Certificate # {1704C36F-8AAE-4382-96F9-51FD4997EBBA}'. A 'print...' button is visible at the bottom right of the certificate area.



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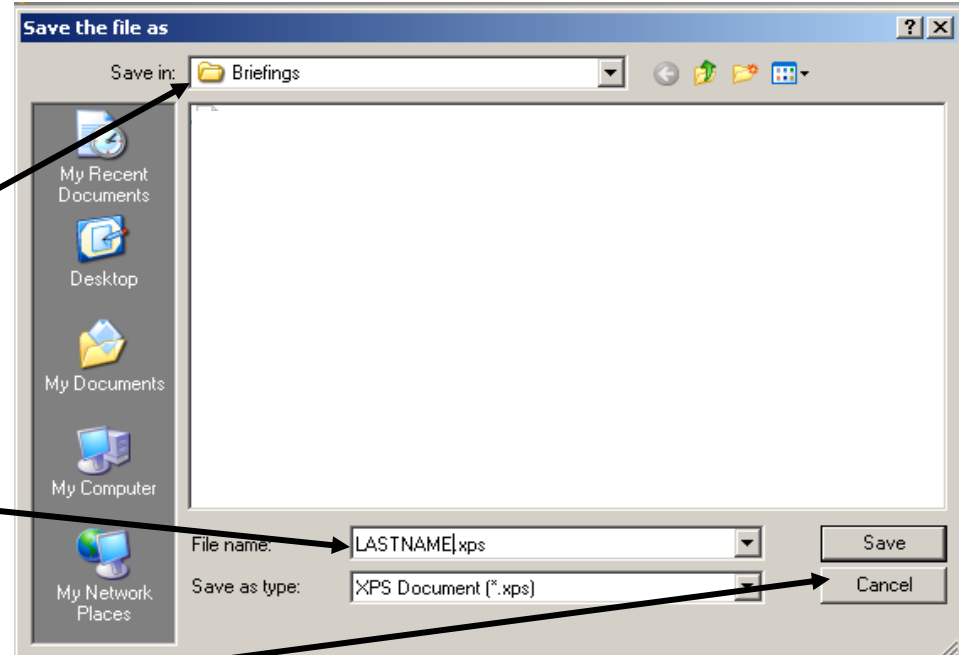
How to e-mail your Certificate

when the "Save the file as" dialog box opens,

Select a location to save your document
I suggest "desktop"

Name the file with your last name

Click on SAVE



1 BDE ISOPREP

BLDG 7036

**On the corner of Siebert and Normandy
behind the Devils Den dining facility**

(785) 239-9010

mail to:

NCOIC: david.dyke@us.army.mil

OIC: matthew.allen.wright@us.army.mil

**You still need to come to the ISOPREP Building in UNIFORM
to have a record photo taken.**



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How to e-mail your Certificate

Devil Brigade

Open your e-mail program

Open a NEW e-mail

*Make sure the Subject Line contains the following:
ISOPREP / Class ## - Team #####*

Insert / attach / (or whatever your e-mail program calls it)
The file that you just made with Microsoft XPS Document writer

*Make sure the Subject Line contains the following:
ISOPREP / Class ## - Team #####*

mail to both addresses below
NCOIC: david.dyke@us.army.mil
OIC: matthew.allen.wright@us.army.mil

1 BDE ISOPREP

BLDG 7036

**On the corner of Siebert and Normandy
behind the Devils Den dining facility**

(785) 239-9010

**You still need to come to the ISOPREP Building in UNIFORM
to have a record photo taken.**



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Devil Brigade

**If you have difficulty,
Questions,
Or any other problem, call us at the number
listed below.**

1 BDE ISOPREP

BLDG 7036

**On the corner of Siebert and Normandy behind
the Devils Den dining facility**

(785) 239-9010



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